

TITLE: Associate City Planner

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DEPARTMENT: Community DevelopmentREPORTS TO: Principal Planner or Senior PlannerSUPERVISES: No direct supervision exercised.DEFINITION:

This classification performs a variety of routine and complex professional and technical land use planning work in the areas of comprehensive planning, development planning and transportation planning including special planning studies, Capital Improvement Project planning work, land use application coordination and review and policy development. Provides information and assistance to developers, business community and the public on planning and development related matters.

DISTINGUISHING CHARACTERISTICS

Incumbents are fully experienced planning professionals able to perform a wide range of planning assignments from the routine to the complex. Associate Planners typically receive broadly defined assignments and are required to determine most data requirements, develop a work program, perform the research and analysis and prepare a final report. Positions at this level routinely make presentations at public meetings and before Hearing bodies. Assignments require independent judgement and making technical determinations and decisions. Planners at this level receive only occasional assistance as new or unusual situations arise and function as project leads, but not as leads of a major functional area. The Associate classification is distinguished from the higher level Senior Planner classification by the latter's responsibility for handling the most complex and/or controversial planning assignments and acting as a lead resource in a major functional planning area.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

All Planning Sections:

Conducts a variety of comprehensive and special purpose planning projects as assigned. May act as liaison or staff representative for multi-jurisdictional planning projects.

Prepares reports requiring skills in research, analysis and development of statistical data, field studies, surveys maps and use of advanced computer applications.

Prepares and presents written, oral, and visual reports to hearing bodies, the City Council, Planning Commission, citizen committees and other public and private forums regarding specific project results and recommendations.

Serves as staff representative to citizen committees and advisory groups for an assigned area of planning or specific project; facilitates discussions, provides technical advice and information, drafts committee's recommendations for public hearing. May prepare agendas and maintain records of activities.

Development Planning Section:

Processes major and minor development applications complying with State Land Use Laws and local Community Development Code Standards; presides over pre-application meetings; determines completeness of the land use application, coordinates comments from other departments/divisions/agencies and from the public and negotiates and resolves differences; reviews, provides decisions for administrative reviews based on analysis, recommends actions for public hearing reviews; prepares complex staff reports and findings, prepares and presents findings supporting the decision to Hearing Bodies, reviews subsequent finalized plans for compliance with Code and conditions of approval. Inspects properties proposed for development. Makes presentations at neighborhood meetings and other public forums regarding the land use review process.

Responds to inquiries from the public by phone, through correspondence and at the department counter. Provides information and code interpretation to property owners, developers and other interested parties pertaining to land use applications plan review, ordinances and codes.

Analyzes amendments to the City's Comprehensive Plan as assigned. Processes plan map amendment and building permit requests; coordinates review process from pre-application conference to presentation; researches background and issues and makes recommendations to the Hearings Officer, Planning Commission and City Council.

Transportation Planning:

Provides technical analysis for transportation review of traffic studies including creation of forecast models using traffic engineering principles, performing cost benefit analysis, providing alternative options and recommendations to City Council, Planning Commission, TSCAC, Community and Neighborhood Associations, and preparing and presenting written, oral and visual reports.

Coordinates and conducts a wide variety of community outreach efforts in support of Transportation Plan development and transportation projects.

Coordinates and partners with other agencies, departments and committees on regional transportation issues such as parking structure issues, County Traffic Area Zones, potential Mt. Hood Parkway, Signal Optimization plan, etc.

Reviews transportation related development applications as assigned for compliance with City Comprehensive code, regional, and state development regulations. Provides technical review and coordination of transportation, land use and traffic impact issues in the development process and related transportation system improvements.

May be responsible for seeking and requesting additional funding sources for projects through grant writing; assures compliance with related federal guidelines and monitors grant monies.

Comprehensive Planning:

Prepares highly technical analytical statistical reports based on land use, economic, demographic and policy research for use in making specific comprehensive policy recommendations on a wide range of issues such as housing, land availability, economic development and land use regulation effectiveness.

Creates public information pieces of a statistical nature on land use and demographic issues.

Establishes and maintains accurate land use, demographic and economic information from a variety of sources involving collecting and understanding regionally generated economic and job/household forecasts and maintaining land use inventory on the City's GIS.

Provides statistical demographic data and support to other planners for special projects and independently conducts research projects as assigned.

OTHER JOB FUNCTIONS

Resolves inquiries, complaints, or problems affecting the availability or quality of assigned functions.

Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned activities.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal or standing at a counter. When conducting site inspections employees may be exposed to physical hazards around construction sites, traffic, or heavy equipment. Exposed to varying and extreme weather conditions when conducting field work. When performing research, lifting boxes of 20 pounds or more may be required.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, regulations, and techniques in the field of municipal land use planning, comprehensive planning, urban planning and/or transportation planning.
- The City's Comprehensive Plan and/or Transportation Plan and related goals and objectives.
- Advanced project management principles and techniques.
- Local land use planning ordinances and state statutes governing the planning, public hearing, and environmental decision making process.
- Environmental, social, economic, and other demographic factors affecting local governments.
- Advanced planning and development research methods and techniques.
- Cartography and graphic design.

Transportation Planning Section

- Transportation engineering and design principals.
- Transportation facility planning and concept design.

Comprehensive Planning Section

- Full proficiency in Geographical Information systems and spatial analysis techniques.

Ability to:

- Develop comprehensive reports and plans regarding complex planning and development issues and projects.
- Prioritize multiple priorities under tight timelines and effectively manage a high volume workload.
- Make decisions based on information gathered from a variety of sources.
- Compile and analyze complex data and understand and synthesize legal and technical language to develop logical recommendations.
- Coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- Effectively provide liaison and coordination between the City and other agencies.
- Communicate effectively in public meetings to a non-technical audience.
- Establish and maintain effective working relations with public officials, planning staff, the development community, and the public.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in planning, geography, public administration, civil engineering or related field and three to five years of professional planning experience including experience in preparation of technical reports, economic data collection and analysis, coordination with community groups.

Licenses, Certificates, and Other Requirements

Valid driver's license

AICP preferred

Approved: 7/1/92

Revised: 10/00

Union Code: GU

FLSA Status: EX

(Class treated as NE per union contract)